

**Meeting Minutes: Southwest Region
Sacramento, CA
July 25, 2008**

In Attendance:

David Hoyt Nancy Lapolla Cathy Chidester Sam Stratton Jennifer Shay Ray Johnson	Heidi Hotz Gill Cryer Jeffery Upperman Connie Stalcup Johnathan Jones
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I. Committee Membership / Leadership

- The “Interim Leadership Group” will be those that are present here today (refer to attendance list) with the exception of Ventura County, one EMS Agency rep will be added, since there were not able to participate in the summit and representation is needed from each county within the trauma region.
- Following the first RTCC meeting, the core leadership group will be determined
- This Region currently has 5 Counties
- Kern is not in this Region, but can come in later
- We will start with a wide net and be inclusive with invitations to the first meeting
- First Meeting (Summit) for S, California Region:
 - Will be very broad with each category (very inclusive)
 - RTCC members will be selected after that meeting versus appointing people prior to a meeting
 - We will have a Summit for our Region, then break it down from there
 - Categories of attendees for the Summit:
 - Open to everyone, but also make sure to invite the key players / core group
 - Consider tagging a Summit meeting onto an existing meeting
 - Regional Summit: 2-3 hours of general information (same as the State Summit) in order to bring everyone up to speed on everything that has taken place over the years
 - Summit will occur within the next 6 months
 - Charge the Summit group with coming up with a leadership model

- The Interim Leadership Group will have approximately 10 conference calls to plan for the Regional Summit
- Each LEMSA will make a list of attendees that need to be invited to the Summit
- These lists will be vetted through the local trauma advisory committees in order to ensure they are complete/accurate, and to make sure no one is excluded
- The Interim Leadership group will come up with the Summit agenda and coordinate the first Summit
- The Interim Leader for the S. California RTCC will be Nancy Lapolla, EMS Director, Santa Barbara County
- The Interim Co-Leader will be Heidi Hotz, Trauma Program Manager, Cedars-Sinai Medical Center, Los Angeles
- The first conference call will be scheduled within 2 weeks

II. Mapping

- The mapping of this Region is okay for now
- Region borders are not inflexible and cross Regional-border collaboration may be / will be part of the standard processes / is encouraged
- Kern may opt to join this Region, or they may opt to participate in 2 Regions
- The borders / lines for the Regions are permeable
- Need to look at specialty care centers
- Plan for an interim analysis

III. RTCC's Roles & Responsibilities

- Three priorities were identified:
 - Gap analysis (to look at access)
 - Interfacility transfers (for subspecialty care)
 - Quality care monitoring
- Other areas to look at:
 - Patient care issues
 - Highly charged problems
 - PIPS
 - Systems issues
 - Commonalities
- The Interim Leadership group is a planning group, not a decision making group
- Information from the Summit and the Regions will be posted on the State EMS web site and this will show transparency of the processes
- The Interim Leadership group will develop talking points to go out within the trauma community and provide education / information on the State Trauma System and Regions
- Possible media release / event: Dave & Jonathan will develop talking points for this

IV. Defining Relationships

- Maintain relationships with the other RTCC's
- Each RTCC needs representation at the State Trauma System level, e.g., perhaps each RTCC will be a member on TAC (TAC would have to be expanded)
- There will be Regional overlap
- RTCC's are advisory
- Once our Region has determined the governing structure we can determine the representative for the State (TAC)
- Branding: use the State Trauma Logo... with perhaps our Regional logo

V. Budget

- Budget for conference calls, 2 meetings per year, admin support (possibly 0.5 FTE)
- Start the ball rolling and determine budgetary needs as we progress